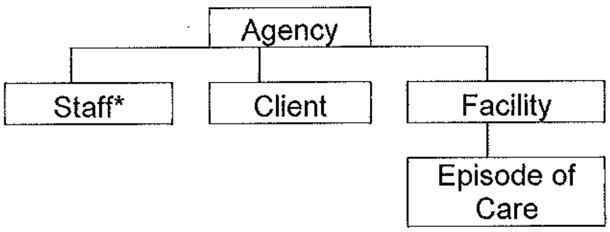
General Information

Logging into WITS

Training: http://idaho-training.witsweb.org
Production: http://idaho.witsweb.org (Put all live client information here)

WITS Structure



*Staff can be assigned to one or more Facilities within an Agency

Steps to Create a Client and Perform a GAIN

Client Search

- Clicking on "Client List" brings up the Client Search Screen.
- Always search for a client before entering a new one. WITS will tell you if it locates a client with the same first and last name.
- Enter as many fields as you wish in the client search screen. More fields entered = less records returned. Click "GO" to begin a search based on your criteria.
- Client aliases (other names) may also be used in the name search fields.
- Wild Card: An asterisk (*) may be used at the beginning or end of a name field as a wild card.

Entering a Client

- Click on the yellow action for Add Client.
- Enter first name and last name, Social Security, DOB and Gender. Ensure your entries are correct.
- Click SAVE. This will generate the client's statewide, unique client identifier.
- NOTE: WITS will not allow you to enter duplicate social security numbers.
- If the client is under the age of 16, you must enter at least one collateral contact to save.
- You will be required to fill in state reporting fields (on Additional Information) and an address before you can close the intake at discharge.

Starting an Intake

- From the left hand menu, click on "Activity List". Then click the yellow action Start New Episode.
- There are just a few required fields on intake. The date will default to today's date; most of the fields required have drop down values for you to choose from.
- Once you have entered all required fields, click SAVE or FINISH.

Performing a GAIN Assessment

- To do a GAIN, you must be in the context of a client and an episode.
- From the left hand menu, select "Assessments", then "GAIN".
- Click Sync Client Profile in the Administrative Actions Section. The "successful sync" message will appear at the top of the screen when this is complete.
- Click Perform GAIN Assessment in the Administrative Actions section. This will take you to the GAIN-ABS website.

The following steps occur in the GAIN-ABS website:

- Click on Search Client. Enter criteria for your client and click Search.
- Click on the Client Name you wish to bring up.
- Click on the blue Treatment Episode.
- From the left hand menu, click on the GAIN instrument you wish to perform.

For Detailed instructions on conducting a GAIN-I or a GAIN-Q go to Page 9 of the "Getting Started with GAIN ABS.

If performing a GAIN I:

- Once you have completed the GAIN, if you are conducting a GAIN I, click on Generate GRRS.
- Complete and Save the GRRS.

Returning to your active Window in WITS:

- Click Download/Update GAIN Summaries in the Administrative Actions section. You will receive a "successful download" message once complete, and an activity will be created for the GAIN I in the client's Activity Record.
- To view the GRRS, click Review on the Client Activity List, then Review on the GAIN Screen next to the GAIN I activity (holding the CTRL while you click the second review action ensures that pop-ups will not stop the report from coming up). Click the print icon to print.
- Close the GAIN-ABS Window.

If performing a GAIN Q:

- Once you have completed the instrument, close the GAIN-ABS window and return to WITS.
- Click Create GAIN Q Activity in the Administrative Actions section. When prompted, click YES. This will create an Activity in the client's record to note the date of the GAIN Q.

At any point, you may update the GAIN instrument by:

- locating your client in WITS,
- going to the GAIN Administration screen,
- syncing your client,
- going to GAIN-ABS by clicking Perform GAIN Assessment.
- You may only perform the GAIN Q once during each treatment Episode.

Creating a Consent

- On the left hand menu, click "Consent", then click the yellow Add New Consent Record action.
- You must either choose an Agency in the system, or enter the name of a non-system Agency.

- Enter the purpose for the disclosure and the Consent Date. Note: this may not be today's date. It is the date of the beginning of the consent window and must be the same as the date on the paper consent signed by the client.
- If the client has not yet signed the consent for (if you are printing a criminal justice consent from WITS), answer "NO" to the question "Has the client signed the paper agreement form".
- WITS will automatically default Client Information Options in the Disclosure mover box section; however, you may change these if necessary.
- Click SAVE. To print the WITS consent form, hold the CTRL key while clicking Print Report.
- Once the client has signed the paper consent form, change the answer for "Has the client signed the paper agreement form" to YES. Click SAVE. The screen will become read only.
- Only activities performed within the consent window (timeframe) will be visible to the consented-to agency.

Creating a Referral

- From the Consent you just created, you can click the yellow <u>Create Referral Using this Disclosure Agreement</u>. Or, you may click "Referrals" in the left hand menu, then click the yellow <u>Add New Client Referral Record</u>.
- Enter a reason.
- For "Is Consent Verification Required?" choose YES.
- Once the consent has been verified, choose YES on "Is Consent Verified?"
- Choose NO for "Continue This Episode of Care?"
- You must specify a Facility and a Program.
- Click SAVE or FINISH.

Accepting a Referral

- From the Home Page, click Agency on the left hand menu, then click Referrals, and Referrals In.
- Use the mover box to enter your criteria, and click GO to begin the search.
- Click <u>Review</u> to bring up the client referral you wish to view.
- If you choose to change the status to "Placed/Accepted", then click FINISH, WITS will automatically create a copy of the client in your agency.
- If WITS finds a match on the client's first and last name, you will be asked if you wish to continue to create the client. If you answer NO, you can refuse to accept the referral.

Viewing Consented Activities

- Search for the client on the Client Search screen.
- In the Clients with Consents from Outside Agencies list, click <u>Review</u>.
- You can view the activities consented, but you cannot re-disclose them to another agency.

Closing an Intake

- When the client is discharged from your Facility, you must close the intake. On the Client's Activity List, click on <u>Review</u> for the Intake Activity.
- Enter a date in the Date Closed box and click <u>Save & Close the Case</u>.

Closing an Intake

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- Enter a date in the Date Closed box and click Save & Close the Case.

Getting Help

A tiered response system has been put in place and will remain consistent through out implementation and continued support for users of the WITS/GAIN Interface Implementation.

- Reference the appropriate WITS/GAIN User Guide(s).
- Contact your Agency's "WITS/GAIN Agency Administrator." The WITS/GAIN Agency Administrator(s) are trained in the WITS system and are available to assist you with troubleshooting. If you are unsure of the WITS/GAIN Agency Administrator for your agency contact your supervisor or Agency Director.
- If the WITS/GAIN Agency Administrator is unable to resolve your problem, he/she can contact the Idaho Statewide WITS/GAIN Administrator for assistance.
- If the Idaho Statewide WITS/GAIN Administrator is unable to resolve the problem, he/she will contact the WITS Vendor (FEI) helpdesk or the GAIN vendor (Chestnut Health Systems) helpdesk for additional support.

Save this Website address to your Favorites, so that you may readily access the WITS/GAIN Website for ongoing updates

http://www.healthandwelfare.idaho.gov/Medical/SubstanceUseDisorders/WITSGAIN/tabid/781/Default.aspx